

Clerical and Office Branch
Office Supervision and Customer Service Group
Facility Management Series

STATION OPERATIONS COORDINATOR
1/96

Summary

Under general supervision, coordinates operation, maintenance, and repair of assigned facility and vehicles.

Typical Duties

Expedite station operations. Involves: participating in planning and implementing administrative improvements and enforcing policies; studying operational problems and preparing recommendations; responding to inquiries on departmental policies, practices, and procedures or refer to proper division or outside agency; conducting tours of facility; investigating complaints as assigned; performing clerical work related to investigative activities such as taking non-arrest reports, checking and posting daily station E-mail and spot broadcasts, updating code watch files and crime readout notebook.

Coordinate repair, and maintenance of facility, equipment and supply inventory. Involves: receiving work requests from staff; contacting appropriate City department or outside contractor for repairs; preparing cost estimates; assisting in writing specifications for bid proposals; inspecting work to assure completion in accordance with specifications; ensuring stock control policies are followed; determining rate of use of supplies and equipment for reordering purposes; preparing requisitions; ensuring office equipment such as fax machines, printers and typewriters are in working order and performing minor adjustments as needed; coordinating and monitoring custodial/janitorial service personnel.

Coordinate repair, and replacement, usage and preventive maintenance of vehicles and related equipment to ensure continued service. Involves: scheduling preventive maintenance; coordinating unscheduled repairs; ensuring spare vehicles are readily available; coordinating transportation of vehicles and other equipment such as radios, Mobile Data Terminal's, lights and sirens to maintenance facilities; recording daily vehicle status; issuing radios and vehicle keys to officer; assuring that pre- and post- operations inspections are performed by vehicle operator; maintain gasoline supply.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants recommending selections.

Perform other duties as required. Involves: acting as records liaison; maintaining station records including retention, protection, retrieval, transfer, and disposal; assisting in budget preparation; preparing payroll; maintaining petty cash fund; other routine clerical duties such as posting training information, bibliographies, court dates, and officer appearance dates and other material on bulletin boards/clipboards; picking up, sorting and distributing mail and supplies.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Business Administration or a related field and six years of office, facility or fleet management experience including two years supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of administrative practices and procedures. Good knowledge of inventory maintenance and control practices; preventive maintenance schedules. Some knowledge of budgeting and accounting principles and procedures.

Ability to: analyze and make recommendations for facility improvements; enforce contract stipulations; maintain inventory at required levels; plan maintenance and repair work; plan, schedule and coordinate work of assigned personnel; supervise, train and review work of subordinate personnel; establish and maintain effective working relationships with fellow employees, officials, contractors and the general public; express oneself clearly and concisely both orally and in writing; accurately maintain records and prepare reports.

Skill in safe operations and care of: a motor vehicle, personal computers and other common office equipment.

Physical Requirements: Move heavy items (up to 40 lbs)

License and Certificates: Texas Class "C" Drivers License

Director of Personnel

Department Head

OFFICIAL